

HAND BOOK FOR UNIVERSITY MANAGEMENT

Manner of Appointment, Power and Functions of Officers, Controller of Examination, Head of Department and University Librarian in the University

3.1. THE CHAIRPERSON:

Appointment:

The chairperson of the University shall be appointed in accordance with the provisions of section 12 of the Act.

Powers:

(1) The chairperson shall perform his duties in an honorary capacity. However he may be paid such honorarium not less than the salary of the President and all other terms and conditions of service of his appointment shall be as applicable to the president.

(2) The chairperson shall have all such powers and functions as may inhere in him by virtue of his being the head of the University or such other powers and function as may be assigned to him by the Board of Management from time to time.

(3) In addition to above the chairperson shall have the powers:

- (i)** To establish norms relating to consultancy undertaken by or within the University in any field of expertise;
- (ii)** To establish and administer centers of the university or programmes of study of the university both inside and outside the state of Rajasthan and country subject to relevant laws
- (iii)** To establish and administer distance education programmes for the state of Rajasthan and other parts of India and abroad;
- (iv)** To enter into collaboration agreements with other universities including foreign universities and or educational institutions to augment the activities of the university including (without limitation) programmes of exchange of students and teachers sharing of credits and holding of joining workshops and programmes of joint research facilitation of access to each other's facilities and to institute double triple jointly organized academic degrees under such agreements as per the standards recognized by the regulatory bodies in India:
- (v)** Provided that all decisions taken as per sub-clause (i) to (iv) will be ratified by the Board of Management.

(4) When any exigencies arise and the Chairperson is of the opinion that it is not possible or convenient under the circumstances to convene a meeting of the Board of Management at short notice he may take any appropriate decisions or action as he may deem fit and necessary in the best interests of the University.

(5) In pursuance of any decisions or actions specified in clause (4) or for purposes of immediate implementation thereof, the Chairperson shall have full powers to issue any order or instruction to all or any of the authorities, officers, teachers, other academic staff, other employees, ministerial staff, and /or students shall be bound to comply with

such order or instruction forthwith. The Chairperson may , at any time amend or revoke any order or instructions issued by him.

(6) The chairperson shall as soon as practicable convene an emergency meeting of the Board of Management and submit a detailed report on the action taken under clause (4).

(7) The Chairperson shall furnish the Board of Management such further information as the Board may call for upon receipt of his report under clause (6).

(8) The chairperson shall report all actions or decisions taken by pursuant to clause (4) and (5) to the Board of Management for ratification.

(9) Upon ratification by the Board of Management any or all the actions or decisions taken by the Chairperson in exercise of his/her powers under clause (4) and (5) shall not be invalid for want of consolation/approval/ratification of any Authorities of the University.

(10) The Chairperson shall be the Chairman of Finance Committee.

(11) The Chairperson shall appoint the President, Pro-President and Registrar and any other officer/authority in the University which he deems proper as per provisions of the Act.

(12) If the Chairperson is satisfied on an enquiry made or cause to be made on a representation made top him or otherwise, that the continuance of the President/Pro-President/Registrar/Chief Finance Officer/Dean/Proctor/Provost/Director/Controller of Examination/ or any other designated officer in his office is prejudice to the interest of the university or the situation so warrants he may by an order in writing and stating the reasons therein for doing so ask the President/Pro-President/Registrar/Chief Finance Officer/Dean/Proctor/Provost/Director/Controller of Examinations/ or any other designated officer to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-clause, such officer shall be given an opportunity of being heard.

(13) The Chairperson shall have the power to terminate/remove any teacher/employee of University on the ground of misconduct, inefficiency, financial irregularity or any other reasons as may be considered not in the interest of the University:

Provided that before taking an action under this clause, such teacher/employee shall be given an opportunity of being hear.

(14) Chairperson in the interest of the University may nominate/appoint any distinguished person on any committee/authority/Teacher/Principal/Director of the University.

(15) The Chairperson may appoint Examiners, Professors, Professors of Eminence and such other distinguished categories of Professors, Senior Fellows, Special Fellows, Adjunct Professors, Visiting Professors and Visiting Instructors and lay down criteria and terms and conditions of their services.

(16) In case of urgency, the Chairperson may confer an honorary degree to a distinguished persons(s).

(17) The Chairperson may take any such action in the interest of University which he deems fit.

(18) It shall be the duty of the Chairperson to see that the Act, Statutes, Ordinance and Regulations are duly observed and he shall have all powers necessary to ensure such observance.

3.2 THE PRESIDENT:

3.2.1 Appointment:

(1) The President shall be appointed in accordance with section 13 of the Act.

(2) Only a distinguished scholar or a person with substantial experience in academic administration shall be appointed as President. The President shall be entitled to receive the basic pay and all other entitlements and privileges as specified in **clause (4) to (9)**.

(3) Whenever the office of the President falls vacant for any reason other than the expiry of the term, of appointment the Board of Management may in the interest of the University assign the responsibilities of the President to the Pro-President until a suitable person appointed and the President assumes office as such.

(4) The President shall be paid such salary as may be determined by the University Grants Commission from time to time.

(5) He shall be provided with an official rent free resident which shall be fully furnished/ unfurnished as per the preference of the President. The term "fully furnished" includes essential furniture commensurate with the status of a President, including electricity, water and telephone fee of charges as may be prescribed by the University.

(6) He shall be provided with an official chauffeur driven car for official use.

(7) He shall be entitled to the benefits of Leave Medical and other benefits according to the University Regulations for the time being in force.

(8) He shall be entitled to the travelling or halting allowance as may be prescribed by the University Regulations from time to time.

(9) He shall be entitled to such other allowances and facilities as defined in the University Regulations from time to time.

3.2.2 Power and functions:

(1) The President shall be the Ex-Officio Chairman of the Academic Council and Committee for advance Studies and Research and shall in the absence of the Chairperson preside at the meeting of Board of Management. He may be present at and to address any meeting of any authority of other body of the University but he shall not be entitled to vote unless he is a member of such authority or body.

(2) It shall be the duty of the President to see that the Act, Statutes, Ordinances and Regulations are duly observed and he shall have all powers necessary to ensure such observance.

(3) The President shall have the power to convene or cause to be convened meetings of the Academic Council.

(4) The President shall have the power to terminate/remove any teacher/employee of university on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the university; provided that before taking an action under this clause, such teacher/employee shall be given an opportunity of being heard.

(5) The President may take any such action in the interest of University which he deems fit with the consent of the Chairperson.

(6) The President shall have the overall supervision and control over the all activities of the university and shall exercise powers and perform function on all matters incidental thereto. These powers and functions shall in appropriate cases include the following namely;

(i) To investigate into any incident involving a member of the university including student;

(ii) To institute / authorize institution of inquiries into incidents in situations or affairs of the University;

(iii) To call for information from any officer, teacher, member of ministerial staff, or student of the university;

(iv) To give directions to any student, teacher, officer or any other employee of the university

(v) To require reports from all bodies committees/council/boards, the university constituted under these Statutes with the exception of the Board of Management.

(vi) To establish and review from time to time the disciplinary jurisdiction and control of the office of the President over all students and all employee of the university and the procedure(s) for exercise of disciplinary powers by designated officers and to take all measures necessary in this connections, including designation and empowerment of one or more functionaries in consultation with the chairperson;

(vii) To develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the university;

(viii) To recommend the chairperson on all matters relating to holding of any annual and special convocation or special meeting in honor of any distinguished individual or for commemoration of any event;

(ix) To make proposals for Board of Management in respect of the university activities and powers and functions of all bodies, officers teachers and other employees of the university and

(x) To take all measures necessary and convenient to give effect to the foregoing powers and functions in consultations with the Chairperson.

(7) On administrative matters and on matters of academic affairs that require consultation with or decision by the Board of Management the President shall act after consultation with the Chairperson.

(8) The President may seek the assistance of the Pro-President in exercise of his powers and in performance of his functions.

3.3 THE PRO-PRESIDENT:

3.3.1 Appointment:

(1) The Pro-President shall be appointed in accordance with section 14 of the Act.

(2) The Pro-President shall be paid salary as may be specified by the University Grants Commission from time to time.

(3) He shall be provided with an official rent free residence which shall be fully furnished unfurnished as per the preference of the Pro-President. The term fully furnished includes essential furniture commensurate with the status of Pro-President, including electricity, water and telephone free of charges.

(4) He shall be entitled to the benefits of Leave, Medical and other benefits according to the University Regulations for the time being in force.

(5) He shall be entitled to the travelling or halting allowance as may be specified by the university from time to time.

(6) He shall be entitled to such other allowances and facilities as specified in the university Regulations.

3.3.2 Powers and functions:

(1) The Pro-President shall assist the President in respect of such matters as may be specified by the President in this behalf from time to time.

(2) In the absence of the President or when he is unable for any reason to exercise the power and perform the function of the President the Chairperson may authorize and empower the Pro-President to exercise the power and perform the function of the President, until such time as he may deem appropriate.

(3) In the absence of the President the Pro-President shall preside over meeting of University authorities of which Chairman the President is.

(4) He shall also exercise such powers and perform such functions as may be assigned or delegated to him by the President.

3.4 THE REGISTRAR:

3.4.1 Appointment and Removal:

(1) The Registrar shall be whole time salaried employee of the University and shall be appointed by the Chairperson on the recommendations of the selection committee constituted for the purpose. He must have qualifications prescribed by the University Grants Commission. He shall be paid grade of pay fixed by the University Grants Commission. A rent free accommodation and other facilities necessary for performance of his functions shall be provided to him.

(2) When the office of the Registrar is vacant or when the Registrar is by reason of illness absence or any other cause unable to perform the functions of his office the functions of the office shall be performed by such person as the chairperson/President may appoint for the purpose.

(3) The Chairperson, on his own or on the recommendations of President can ask the Registrar to relinquish his office or terminate his services.

(4) If the Chairperson is satisfied on an enquiry made or caused to be made on a representation made to him or otherwise that the continuance of the Registrar in his office is prejudicial to the interest of the university or the situation so warrants he may by an order in writing and stating the reasons therein for doing so ask the Registrar to relinquish his office from such date as may be specified in the order.

3.4.2 Powers and functions:

The Registrar shall –

- (1) Be custodian of the records the common seal and such other property of the university as the Board of Management shall commit to his charge;
- (2) Issue all notices convening meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the university.
- (3) Arrange for secretarial and other administrative assistance to all university bodies, established under the Act and these Statutes. He/she shall prepare draft minutes of meetings of those bodies and submit them to the President / Pro-President for approval and thereafter circulate them amount the member of the respective bodies;
- (4) Keep the minutes of all the meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the University;
- (5) Conduct the official correspondence of the Board of Management and Academic Council;
- (6) Render all assistance to the Proctor and Provost in management of the affairs of the general administration, hostel administration and students affairs under the direction of the President.
- (7) Where the inquiry discloses that a punishment beyond the powers of the Registrar, he shall upon conclusion of such inquiry make a report to the President along with his recommendations;
- (8) Represent the university in suits or proceedings by or against the university sign powers of attorney and verify pleadings or depute his representative for the purpose;
- (9) Upon the direction or with the prior approval of the Chairperson/Board of Management, initiate any legal proceedings on behalf of the university or take all necessary action to protect the interests of the university in any legal proceeding initiated by or on behalf of the university as well as in any legal proceeding initiated against the university;
- (10) Represent the university in all proceeding instituted on behalf of or against the university
- (11) On the direction or with the prior approval of the chairperson sign verify and file all necessary papers before concerning Court/Tribunal/Authority/Arbitrator etc. Co-ordinate with Advocates or other legal consultants and when necessary, represent and/or appear before any Court, Tribunal, Arbitrator or Government Authorities on behalf of the university to give evidence on oath or otherwise and do all acts, deeds ,things as may be necessary as per legal advice to prosecute or defend the matter to protect the interest of the university and report to the president and chairperson;
- (12) On the direction or with prior approval of the chairperson, appoint/authorize any officer who may be given special charge of all or any matters referred to under this clause and/ or who may be authorized by the Chairperson to perform all such

action as the Registrar may himself be authorized to performs under sub-clause (11);

(13) Perform such other functions as may be required from time to time by the Board of Management, Chairperson or the President;

(14) Subject to the foregoing and Chapter 5 of these Statutes the Registrar shall be the operational head of university administration and have power to take disciplinary action against such employees of the university as may be specified in the orders of the Board of Management/Chairperson/President and to suspend them pending inquiry to administer warning to them or to impose on them the penalty of censure or the withholding of increment;

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

3.4.3 Appeal:

An appeal shall lie to the President against any order of the Registrar imposing any of the penalties specified in clause (15) of Statute 3.4.2.

3.5 CHIEF FINANCE AND ACCOUNT OFFICER:

3.5.1 Appointment:

(1) The Chief Finance and Accounts Officer shall be appointed by the President on the recommendation of the Committee referred to in sub-clause (2) with the approval of Chairperson.

(2) The selection of Chief Finance and Accounts Officer shall be made by the Selection Committee consisting of the President a nominee of the Chairperson and two external experts in financial and accounting affairs as nominated by chairperson. A person to be appointed as chief Finance and Accounts officer shall be quailed and experienced in institutional financial and accounting affairs.

(3) The qualification and grade of pay for the post of the Chief Finance and Accounts officer shall be such as specified in the Guidelines issued by the University Grants commission from time to time.

(4) When the office of the chief Finance and Accounts Officer is vacant or when the Chief Finance and Accounts Officer is by reason of illness absence or any other cause unable to perform the functions of his office the functions of the office shall be performed by a suitable person as the chairperson/president may appoint for the purpose.

3.5.2 Powers and functions:

(1) The Chief Finance and Accounts Officer shall be Member Secretary of the Finance Committee without right to vote.

(2) The Chief Finance and Accounts Officer shall perform financial functions as may be assigned to him by the Chairperson/President.

(3) Subject to the control of the Board of Management/Chairperson/President, the Chief Finance and Account Officer shall:

(i) Hold and manage the property and investments including trust and endowed property;

(ii) Ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted.

(iii) Promote and submit to the Chairperson quarterly, half yearly and annual cash-flow projections and status of accounts for these periods for the consideration of the Board of Management;

(iv) Be responsible for the preparation of annual accounts and the budget of the university for the next financial year and for their presentation to the Board of Management;

(v) Keep a constant watch on the state of the cash and bank balances and on the state of investment;

(vi) Watch the progress of the collection of revenue and advise on the methods of collection employed;

(vii) To examine ways and means to augment the finances of the university and to rationalize expenditure and submit proposals thereon to the chairpersons;

(viii) Have the accounts of the university regularly audited by an internal audit party;

(ix) Ensure that the registers of buildings lands, furniture and equipment's are maintained up to date and that the stock checking is conducted of equipment and other consumable materials in all offices special centers, specialized laboratories, colleges and institutions maintained by the university;

(x) Call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against the person at fault and

(xi) Call from any office, college or institution under the university any information or returns that he may consider necessary for the performance of his functions.

3.6 DEAN OF FACULTY:

3.6.1 Appointment and Removal:

(1) The President may, in consultation with the chairperson, determine the number of Faculties and the number of categories of disciplines/Schools or constitute each Faculty for purposes of academic administration and of appointing a Dean for each such Faculty/ He may likewise appoint a professor as the Dean for each such faculty.

(2) Head of the department or a senior professor of the university designated by the president with the consent of the chairperson shall exercise the powers of the Dean of the Faculty concerned;

Provided that in the Faculty of Medicine and Faculty of Dentistry no professor shall be appointed as Dean of the Faculty if he does not have the Medical/Dentistry

qualifications prescribed by the Medical Council of India/Dental Council of India as the case may be.

(3) If at any time there is no Professor in a Faculty the President or if so designated by him the Pro-President, shall exercise the powers of the Dean of the Faculty concerned.

(4) A Dean of Faculty may resign his office at any time during the offer of appointment as the Dean of a Faculty.

(5) When the office of the Dean is vacant or when the Dean is by reason of illness absence or any other cause unable to perform the functions of his office the functions of the office shall be performed by such persons as the president may appoint for the purpose.

3.6.2 Powers and function:

(1) The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching research in the Faculty.

(2) The Dean shall supervise and coordinate teaching research in the Faculty through the Head of Departments and take steps to promote inter-disciplinary teaching and research wherever necessary.

(3) The Dean shall formulate policies and development programme of the Faculty and present them before the Academic Council with the approval of the President.

(4) The Dean shall coordinate the functioning of the various disciplines/Schools under his charge and assist the president in implementing the policies and directions of the chairpersons the Board of management and the academic council.

(5) The dean shall have the right to be present and to speak at any meeting of the Board of studies or committee of the faculty as the case may be but not the right to vote thereat unless he is a member thereof.

(6) The dean of faculties shall have the authority to exercise all such disciplinary powers over the students in the departments as may be necessary for the proper conduct of the faculty. The dean may also frame such supplementary rules, as he deems necessary to maintain discipline in the Faculty with the prior approval of president.

(7) The dean shall be Incharge of all extracurricular activities of the Faculty.

(8) The dean shall be Incharge of all extracurricular activities of the Faculty.

(9) The dean shall be Incharge of the building, lawns, Electric and water supply, fittings, class rooms, equipments and lab furniture of Faculty.

(10) The dean in consultation with President may delegate some of his powers to any officer working under him for the sake of administrative control and convenience.

(11) The dean shall be overall Incharge of all academic and administrative matters pertaining to Departments in the faculty and also shall implement all non-academic development plans approved for the Faculty and take all necessary actions decisions with the permission of President.

(12) The dean shall perform such other functions as may be assigned to him by the chairpersons/President and exercise such other powers as may be prescribed by the regulations from time to time.

(13) The dean of the faculty shall take suitable steps to have the meeting of the faculty convened and to give effect to the decisions recommendations of the faculty.

(14) The dean shall perform such other powers and functions as may be assigned to him by the president chairperson and board of management.

3.7 PROVOST:

3.7.1 Appointment and Removal:

(1) The provost shall be appointed by the president with the consent of the chairperson from among the senior teachers/others senior employees of the university.

(2) The chairperson may fix, if required an appropriate honorarium to be paid to the Provost and other facilities necessary for performance of his functions shall also be provided to him.

(3) The provost shall hold office for a term of two year s or as specified in his appointment order and shall be eligible for reappointment.

3.7.2 Powers and functions:

(1) The Provost shall ensure discipline in the university and shall in consultation with the president establish appropriate norms and procedures therefore.

(2) The President may from time to time authorize the provost with any special responsibilities as he may deem appropriate. The provost with any special responsibilities as he may deem appropriate. The Provost may hold special or general inquiries into any situation involving the conduct of any employee or student of the university causing or likely to cause breach of the peace and order in the university campus.

(3) The President shall in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Provost.

3.8 Proctor:

3.8.1 Appointment:

(1) The president may in consultation with the chairperson, select and appoint a senior teacher of the university to function as proctor in an honorary capacity for a period of two years or as specified in his appointment letter and shall be eligible for re-appointment.

(2) The Chairperson may fix, if required an appropriate honorarium to be paid to the proctor and other facilities necessary for performance of his functions shall also be provided to him.

3.8.2 Powers and functions:

- (1) The proctor shall be responsible for the maintenance of discipline among the student and shall in consultation with the President, establish appropriate norms and procedures therefore.
- (2) The President may as he may deem appropriate require the proctor to work in harmony with provost.
- (3) The president shall in consultation with the chairperson make provision for the necessary administrative support for the office of the proctor.

3.9 CONTROLLER OF EXAMINATIONS:

3.9.1 Appointment and Removal:

- (1) The Controller of Examinations shall be a whole time salaried employee of the university and shall be appointed by the President on the recommendation of a selection committee constituted for the purpose with the consent of the chairpersons. The qualification and grade of pay for the post of controller of examination shall be such as specified in the guidelines issued by university grants commission from time to time.
- (2) When the office of the controller of Examination is vacant or when he is by reasons of illness absence or any other cause unable to perform the functions of his office the functions of the office shall be performed by such person as the president, in consultation with the Chairperson may appoint for the purpose.

3.9.2 Powers and function:

The Controller of Examinations shall:

- (1) Take all measures necessary to ensure impartial, safe and secure conduct of the entire examination process from preparation of question-papers to the declaration of results;
- (2) Control the conduct of all university examinations and admissions to the university and superintendent all other arrangements necessary therefore and the execution of all processes connected therewith in accordance with the manner prescribed by the Ordinance on Examinations;
- (3) Issue all notices for convening meetings of the board of examination, Admission Committee, Faculties and the board of studies appointed by authorities of the university in connection with the examinations and maintain and keep the minutes of all such meetings;
- (4) Call from any office or institution/college/Faculty under the university any information or returns that he may consider necessary for the performance of his functions and to discharge his responsibilities and
- (5) Notwithstanding anything contained in these Statutes, the Ordinances and the Regulations perform such other functions, administrative or academic as may be specified from time to time by the board of management, chairperson or the president.

3.10 Head of Department:

3.10.1 Appointment and Removal:

(1) Each Department shall have a Head whose functions and terms and conditions of appointment shall be laid down by the Academic Council. Normally a senior most professor shall be appointed Head of Department by the President, but in the department where there is more than one professor, the president may appoint any professor as Head of Department. Where there is no Professor, the President may appoint any Associate as Head of Department.

(2) If deem fit the president can appointment an head of department by rotation from among the professors (or where there is no Professor), from among the Associate Professors) by seniority for a period specified in the appointment orders.

(3) The President may remove the Head of Department on the ground of misconduct, inefficiency, financial irregularities or any other reason as my be considered not in the interest of the university.

3.10.2. Powers and Functions:

The head of department shall,

(1) Be responsible for the organization and conduct of teaching and research of his Department and for that purpose shall pass such orders as may be necessary in consultation with the Dean of the faculty;

(2) Tender advice to the Dean of faculty on all matters pertaining to his field in respect of teaching and research;

(3) Submit to the Dean of faculty concerned the budgetary needs of his Department;

(4) Recommended to dean of faculty the work load of each member of the staff with respect to teaching and research;

(5) Assume responsibilities for all university properties and facilities assigned to his department;

(6) Recommend to the Dean of faculty proposals for making improvement in the working of his Department and

(7) Be chairman of Board of studies of his department he shall be responsible to record and circulate the minutes of the meetings and send these to respective authorities.

3.11 University Librarian:

3.11.1 Appointment and Removal:

(1) The university Librarian shall be appointed by the President on the recommendation of a Selection Committee constituted for the purpose as per norms and guidelines of University Grants Commission.

(3) The President can terminate the services of the University Librarian on the ground of misconduct, inefficiency, financial irregularities or nay other reasons as may be considered not in the interest of the university.

3.11.2 Powers & Function:

The university Librarian shall be responsible for the maintenance of all libraries of the university.

The Librarian Shall:

(1)Have general overall supervision of the university libraries and library personnel including all campuses and departmental libraries or collections;

- (2) prepare the library budget for the university libraries;
- (3) Advise at the beginning of each financial year each campus library of the amount of money that will be available for the purchase of library materials for each of the respective libraries, including the department collections;
- (4) have the responsibility of receiving and accessioning all library materials;
- (5) have the responsibility of initiating the purchase requisitions for all library materials;
- (6) have the responsibilities of renewing in time subscriptions to journals;
- (7) Prepare a library newsletter at periodic intervals which will carry a list of all library materials received since the last preceding newsletter and other timely Library news of interest student and staff;
- (8) Imitate, participate and corporate in program designed to stimulate and encourage the use of the library by students and staff;
- (9) Arrange library hours which will permit maximum library used by both students and faculty and;
- (10) Arrange for departments small collections of volumes and journals that are in almost constant used by staff and postgraduate students as references.

3.12 Other Offices;

The chairperson may declare and designate any deserving person as officers of university or create new post as per requirement of University and declared as officer of University.